

e - Policy Bulletin



ARIZONA DEPARTMENT OF ECONOMIC SECURITY / DIVISION OF DEVELOPMENTAL DISABILITIES

December 2005

This monthly Bulletin is published to advise Division staff of current revisions or additions to Division and Department Policies. Content submitted by Princess Lucas-Wilson, Program Development and Policy Unit. Any comments should be addressed to District Program Managers for referral to Princess Lucas-Wilson.

Policy	Description	Status	Complete	Location/Resource
Services DDD Chapter 600	Types of services, eligibility criteria and service delivery methods	Pending		Under revision, Princess Lucas-Wilson
Plan Coordination DDD Chapter 900	How the Division's Support Coordinators arrange and coordinate services	Pending		Under revision, Princess Lucas-Wilson
Special Programs DDD Chapter 1400	Specific programs and services for target populations	Pending		Under revision, Princess Lucas-Wilson
Administrative Leave DES 1-26-05	Identifies persons with the authority to grant administrative leave and describes recordkeeping and monitoring requirements. Specifies reason for such leave including emergency situations and employee wrongdoing.	Final	11/04/05	http://intranet/digitallibrary

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Policy	Description	Status	Complete	Location/ Resource
Alternative Work Schedules DES 1-26-25	Establishes a program that provides an opportunity for employees to work other than a standard work week, while at the same time meeting the needs of the DES' internal and external customers, and to assist in implementing a "work-life balance" incentive to aid in recruiting and retaining employees.	Final	11/9/05	http://intranet/digitallibrary
Drug & Alcohol Testing DES 1-01-18	Procedures and the conditions DES' full/ part time employees, clerical pool employees, students, interns and volunteers are required to undergo testing for drug and/or alcohol use	Pending		Under revision, Princess Lucas-Wilson
Solicitation DES 1-36-02	Identifies areas on or within state property (ies) where restrictions or allowances shall be made for persons and or organizations for the purposes of solicitation. This policy will render Policy Directive #33 obsolete when finalized.	New Pending		Under revision, Princess Lucas-Wilson
Domestic Violence and the Workplace DES 1-26-24	Establish procedures and guidelines for all DES to address workplace issues related to domestic violence	Final	11/23/05	http://intranet/digitallibrary
Military Pay Differential DES 1-26-29	DES's obligation to ensure employees who are ordered to active military service receive compensation equivalent to their state salary less military pay and allowances	Revision Pending	6/30/04	http://intranet/digitallibrary

Policy	Description	Status	Complete	Location/Resource
Directors Office of Equal Opportunity DES 1-07-07	Identifies the responsibilities and authority of the Director's Office of Equal Opportunities.	Pending		Under revision, Princess Lucas-Wilson
Shift Differential DES 1-26-27	Establishes DES guidelines to provide shift differential pay to eligible employees that perform the majority of scheduled work hours on other than the day shift.	Final	11/30/05	http://intranet/digitallibrary



Equal Opportunity Employer/Program -Under Titles VI and VII of the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, the Department prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, and disability. The Department must make a reasonable accommodation to allow a person with a disability to take part in a program, service or activity. For example, this means if necessary, the Department must provide sign language interpreters for people who are deaf, a wheelchair accessible location, or enlarged print materials. It also means that the Department will take any other reasonable action that allows you to take part in and understand a program or activity, including making reasonable changes to an activity. If you believe that you will not be able to understand or take part in a program of activity because of your disability, please let us know of your disability needs in advance if at all possible. To request this document in alternative format or for further information about this policy, contact the Division of Developmental Disabilities ADA Coordinator at (602) 542-6825; TTY/TTD Services: 7-1-1.

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